

# **Welcome to the Fourth Circuit Court of Appeals**



## **Electronic Submission of Requests and Payment of Fees**

Welcome to the Fourth Circuit Court of Appeals training module on electronic submission of requests and payment of fees.

Electronic Submission of Requests and Payment of Fees

## Navigation Instructions

This module includes audio. Please use speakers or headphones to listen along. You can also press the CC button on the playback control bar to view Closed Captioning of the audio presentation.

You can use the playback controls at the bottom of each screen to move forward or backward through the presentation. The bar contains rewind, play/pause, back, forward, mute, close caption buttons.



There is also a menu on each page in the upper left corner of each screen. If you move your mouse over the word **MENU**, the menu selections will drop down. You can click on the desired topic to jump to that part of the lesson.

To exit the lesson, click the **X** in the upper right corner of the lesson window or select **Exit** from the menu.



Please review the navigation instructions. Click Start when you are ready to begin.

## Things to Know Before We Start

- 1. You must have a Fourth Circuit ECF account in order to submit requests and make payments electronically. See [Required Steps for Registration as an ECF Filer](#) for instructions.**
- 2. The system requires uploading a PDF file to each request submission. Please include the nature of your request and contact information in the PDF file.**

**Continue**

Please review the items on this slide. Select Continue when you are ready.

## **Things to Know Before We Start**

**The Fourth Circuit Court of Appeals accepts electronic requests and payment for the following items:**

- certificates of good standing;
- duplicate admission certificates;
- certification of documents;
- oral argument CD;
- copies of published opinions;
- published opinion subscription;
- record retrieval; and
- copies of case documents.

**Some fees are waived for attorneys appointed to represent a party in forma pauperis and counsel for the U.S. or agency thereof. Please contact the Clerk's Office at 804-916-2700 regarding requests that qualify for a fee waiver.**

**Continue**

The Fourth Circuit Court of Appeals will accept electronic requests and payments for certificates of good standing, duplicate admission certificates, certification of documents, oral argument CDs, copies of published opinions, published opinions subscriptions, record retrieval, and copies of case documents.

Some fees are waived for attorneys appointed to represent a party in forma pauperis and counsel for the United States or any agency thereof.

Please contact the Clerk's Office at 804-916-2700 regarding requests that qualify for a fee waiver. This training will demonstrate how to submit electronic requests and payments. Select Continue when you are ready.



The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Login - Windows Internet Explorer". The address bar shows the URL "https://ecf.ca4.uscourts.gov/cmecf-train/servlet/Tra". The page content has a pink background and is titled "Appellate CM/ECF Login" in large blue font. Below the title is a "Notice" section. The notice text states: "This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged." It then follows with an "IMPORTANT NOTICE OF REDACTION RESPONSIBILITY" stating that all filers must redact Social Security or taxpayer-identification numbers, dates of birth, names of minor children, financial account numbers, and, in criminal cases, home addresses, in compliance with [Fed. R. App. P. 25 \(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments. Below the notice is a checkbox with the text "I understand that, if I file, I must comply with the redaction rules. I have read this notice." The checkbox is currently unchecked. Below the checkbox is an "Authentication" box containing three input fields: "Login:", "Password:", and "Client Code:". Below these fields are two buttons: "Login" and "Clear". At the bottom of the browser window, the status bar shows "Trusted sites" with a green checkmark and "100%" zoom level.

Login - Windows Internet Explorer

https://ecf.ca4.uscourts.gov/cmecf-train/servlet/Tra

Appellate CM/ECF Login

**Notice**

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. App. P. 25 \(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

**Authentication**

Login:

Password:

Client Code:

Login Clear

Trusted sites 100%

First, you must log in to CM/ECF. Please review the notices on the log in screen.

Select the redaction acknowledgment box before entering your login and password. The system will not allow you to log in without selecting this box.

The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Login - Windows Internet Explorer". The address bar shows the URL "https://ecf.ca4.uscourts.gov/cmecf-train/servlet/Tra". The page content has a pink background and is titled "Appellate CM/ECF Login" in large blue text. Below the title is a "Notice" section. The notice text states: "This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged." It then includes an "IMPORTANT NOTICE OF REDACTION RESPONSIBILITY" stating that all filers must redact Social Security or taxpayer-identification numbers, dates of birth, names of minor children, financial account numbers, and, in criminal cases, home addresses, in compliance with [Fed. R. App. P. 25 \(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). Below the notice is a checkbox with the text "I understand that, if I file, I must comply with the redaction rules. I have read this notice." The checkbox is checked. Below the notice is an "Authentication" box with three input fields: "Login:", "Password:", and "Client Code:". The "Login:" field is highlighted with a red border. Below the authentication box are two buttons: "Login" and "Clear". At the bottom of the browser window, the status bar shows "Trusted sites" with a green checkmark and "100%".

**Appellate CM/ECF Login**

**Notice**

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. App. P. 25 \(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

☒ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

**Authentication**

Login:

Password:

Client Code:

Login Clear

Trusted sites 100%

Enter your appellate ECF login.

The screenshot shows a web browser window titled "Login - Windows Internet Explorer". The address bar displays "https://ecf.ca4.uscourts.gov/cmecf-train/servlet/Tra". The page has a pink background and is titled "Appellate CM/ECF Login".

**Notice**

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. App. P. 25 \(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

☒ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

**Authentication**

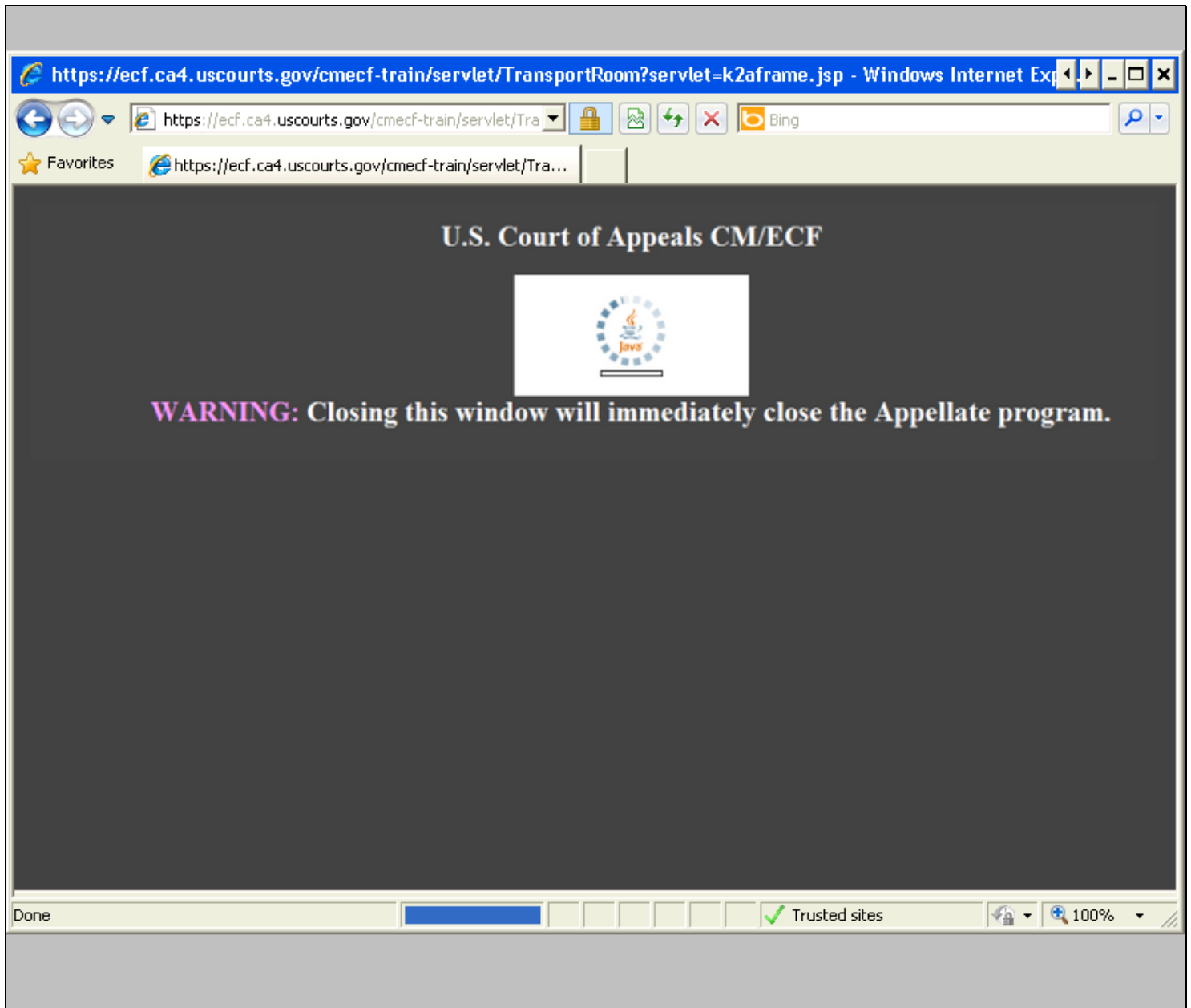
Login:

Password:

Client Code:

At the bottom of the browser window, the status bar shows "Trusted sites" with a green checkmark and "100%" zoom.

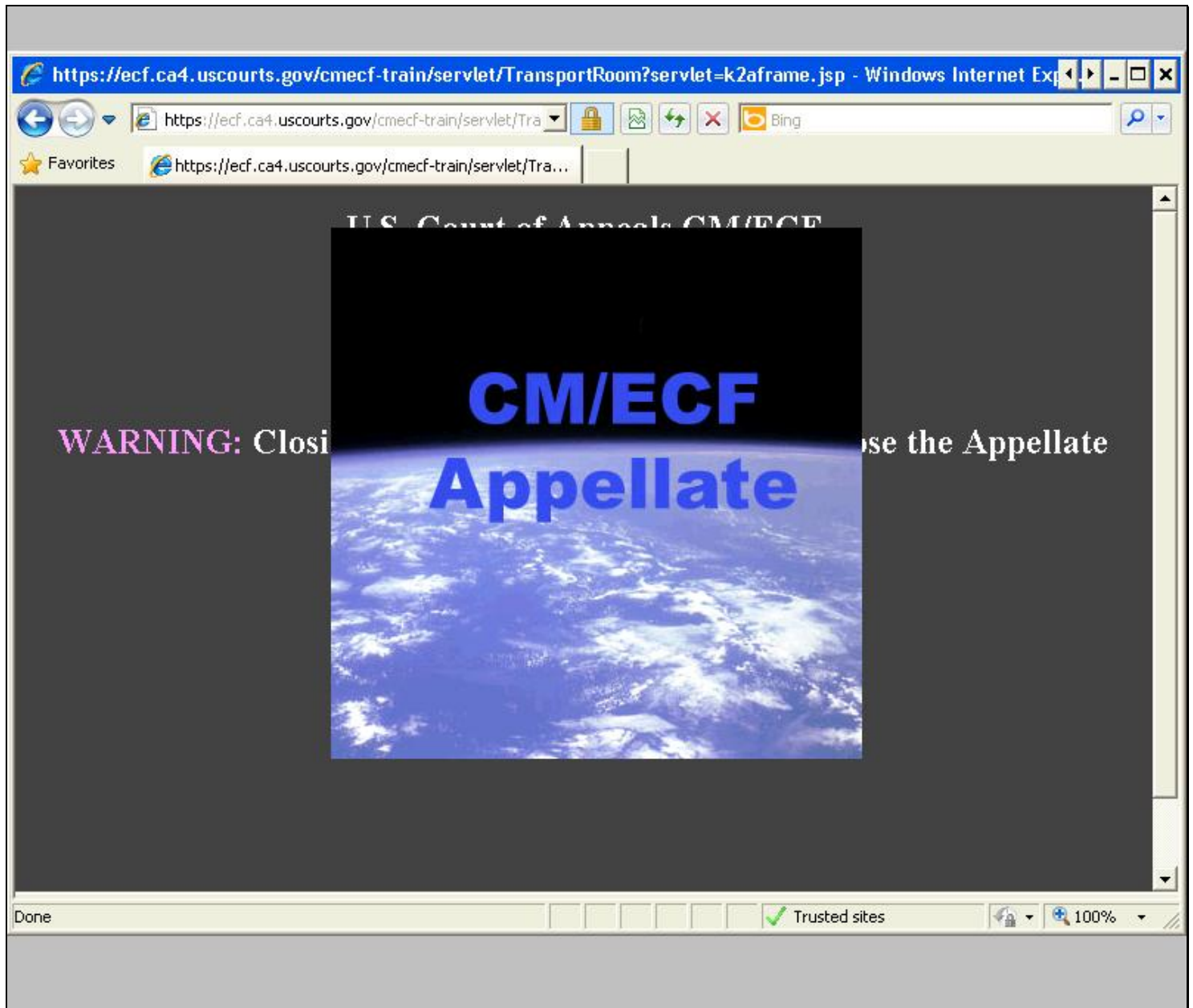
Enter your password. The Client Code is not required. Select Login.



A gray window will appear with a warning message and the Java icon. If you do not see Java loading, you will not be able to continue.

Go to [www.java.com](http://www.java.com) and download Java for free. After installing Java, return to the login page and try again.



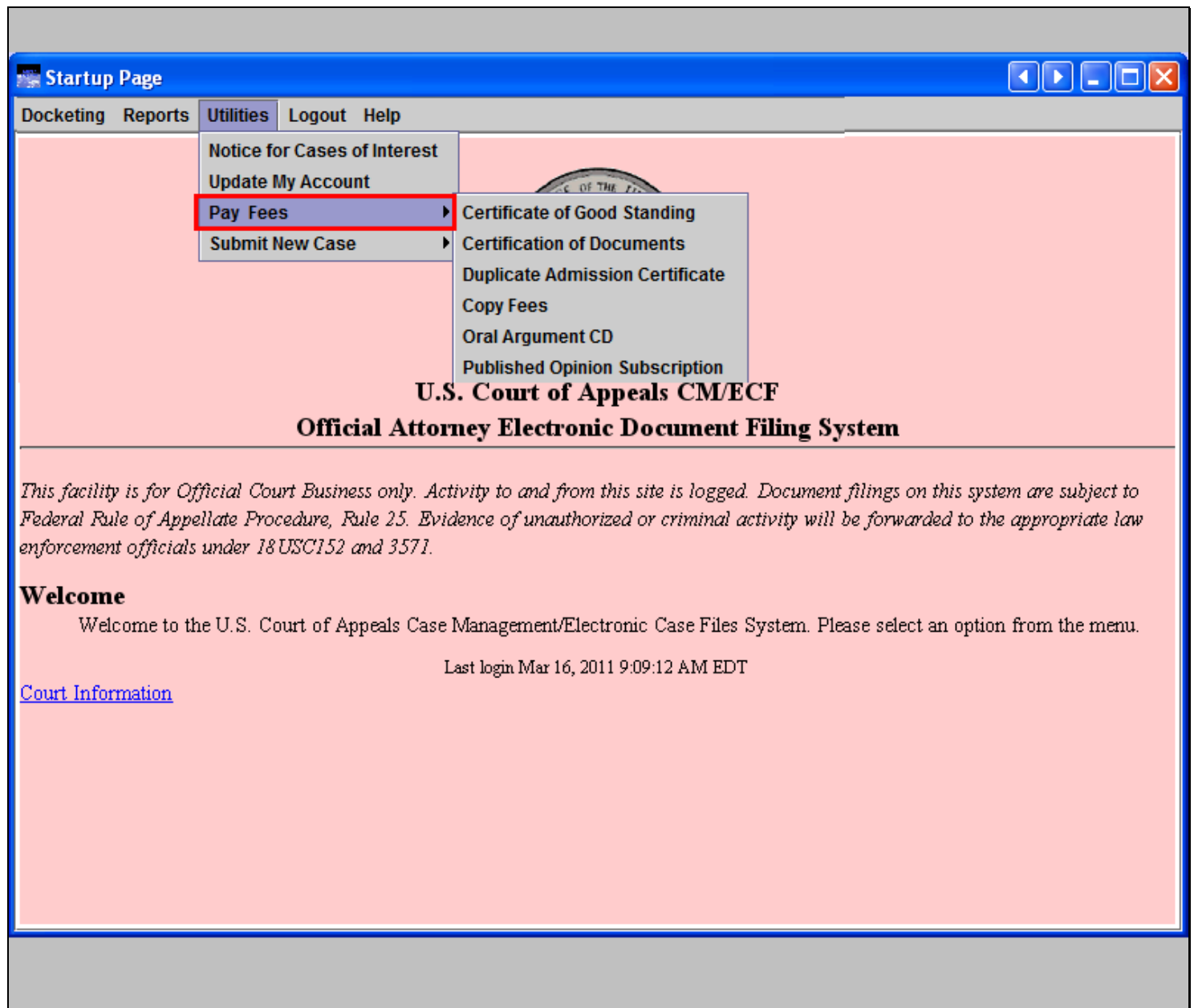


Once Java loads, you will be directed to the CM/ECF Start Up page.



To request and pay for Certificates of Good Standing, Certification of Documents, Duplicate Admission Certificates, Copies of Published Opinions, Oral Argument CDs, Published Opinion Subscriptions and Record Retrieval, select Utilities.

If you are paying for copy fees, please call the court at 804-916-2700 for special instructions.



Select Pay Fees.



Select the appropriate option for your request.

Pay Other Fees

Docketing

Reports

Utilities

Logout

Help

### INSTRUCTIONS

- A PDF document that provides the court with the nature of your request must be uploaded. Use the Browse button to locate and upload your PDF file. Select Pay Now to enter payment information.
- Some fees are waived for attorneys appointed to represent a party in forma pauperis and counsel for the United States or any agency thereof. Please contact the clerk's office at 804-916-2700 regarding requests that qualify for a fee waiver.
- All items will be mailed to the mailing address associated with your ECF account.

#### Certification of Documents

Fee Type: Certification of Documents

Fee Amount: \$9.00

Document: 

Browse...

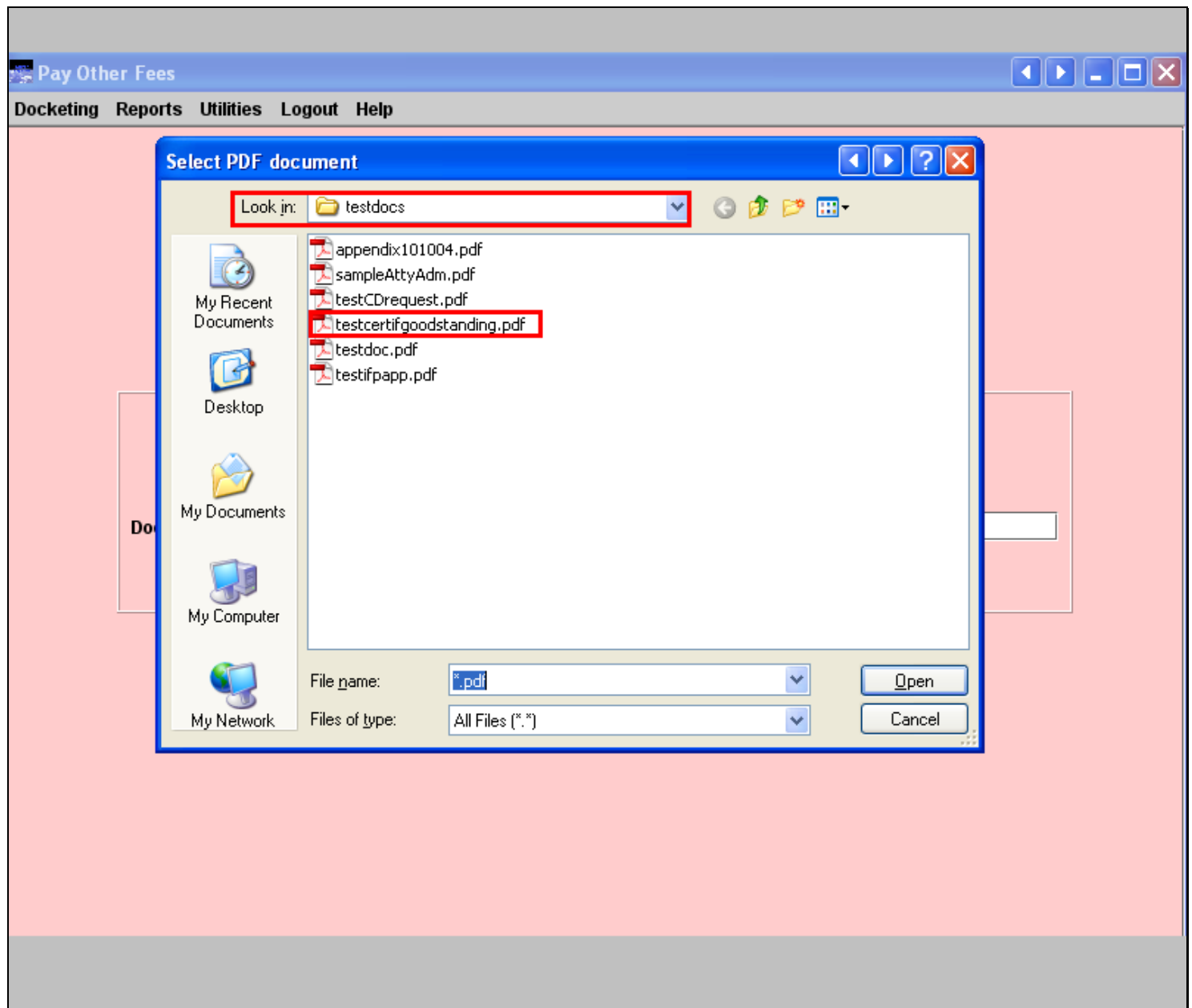
 Description:

Add Another Document

Pay Now and Submit

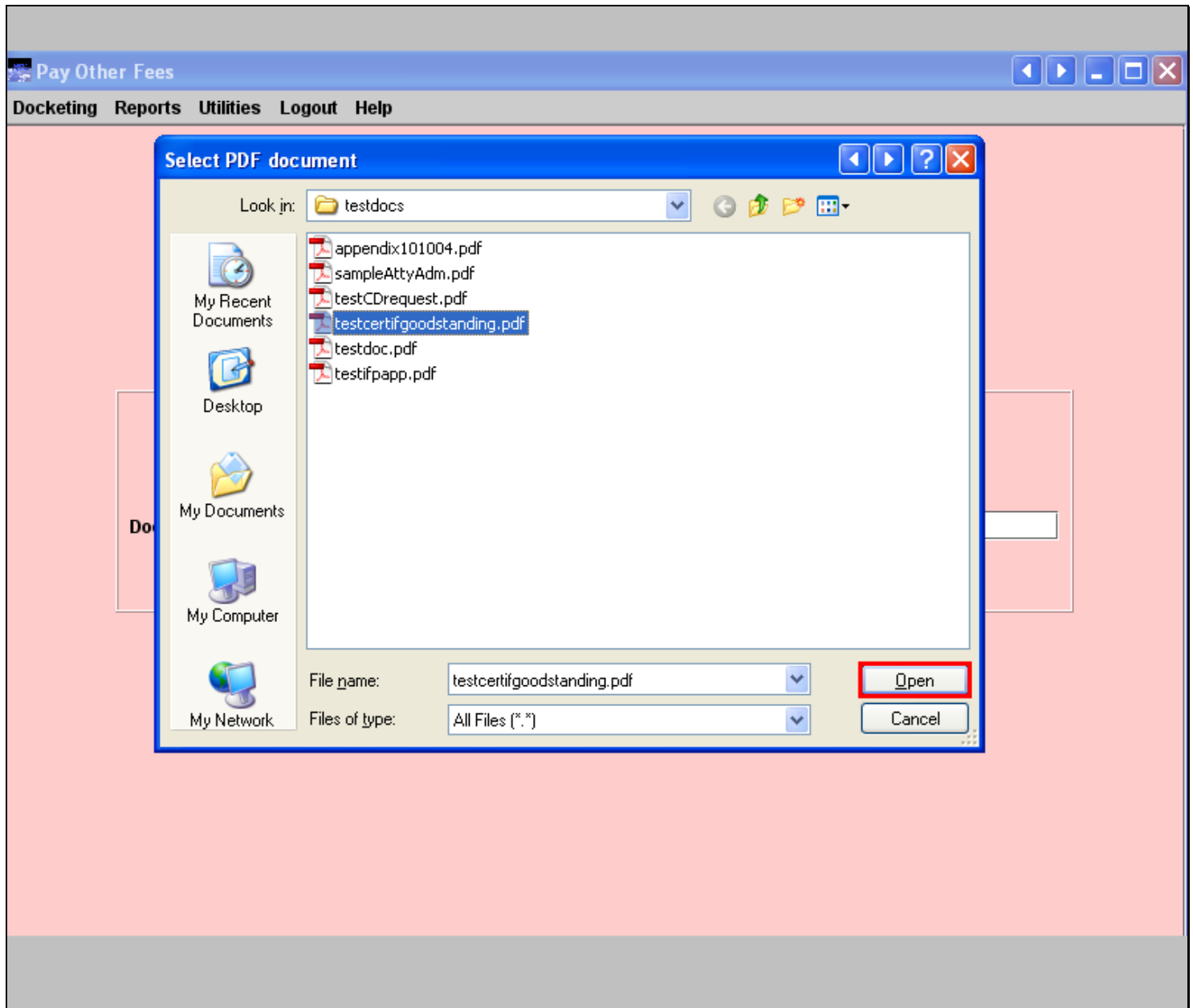
Cancel

The Fee Amount will automatically populate. You must upload a PDF file that includes the details of your request. Select the Browse button to locate the file you want to upload.



The Select PDF document dialog box will appear. Use the drop down arrow in the "Look in" box to locate your file. Select the file you want to upload.





Select Open.

Pay Other Fees

Docketing

Reports

Utilities

Logout

Help

### INSTRUCTIONS

- A PDF document that provides the court with the nature of your request must be uploaded. Use the Browse button to locate and upload your PDF file. Select Pay Now to enter payment information.
- Some fees are waived for attorneys appointed to represent a party in forma pauperis and counsel for the United States or any agency thereof. Please contact the clerk's office at 804-916-2700 regarding requests that qualify for a fee waiver.
- All items will be mailed to the mailing address associated with your ECF account.

Certification of Documents

Fee Type: Certification of Documents

Fee Amount: \$9.00

Document:

Browse...

Description:

Add Another Document

Pay Now and Submit

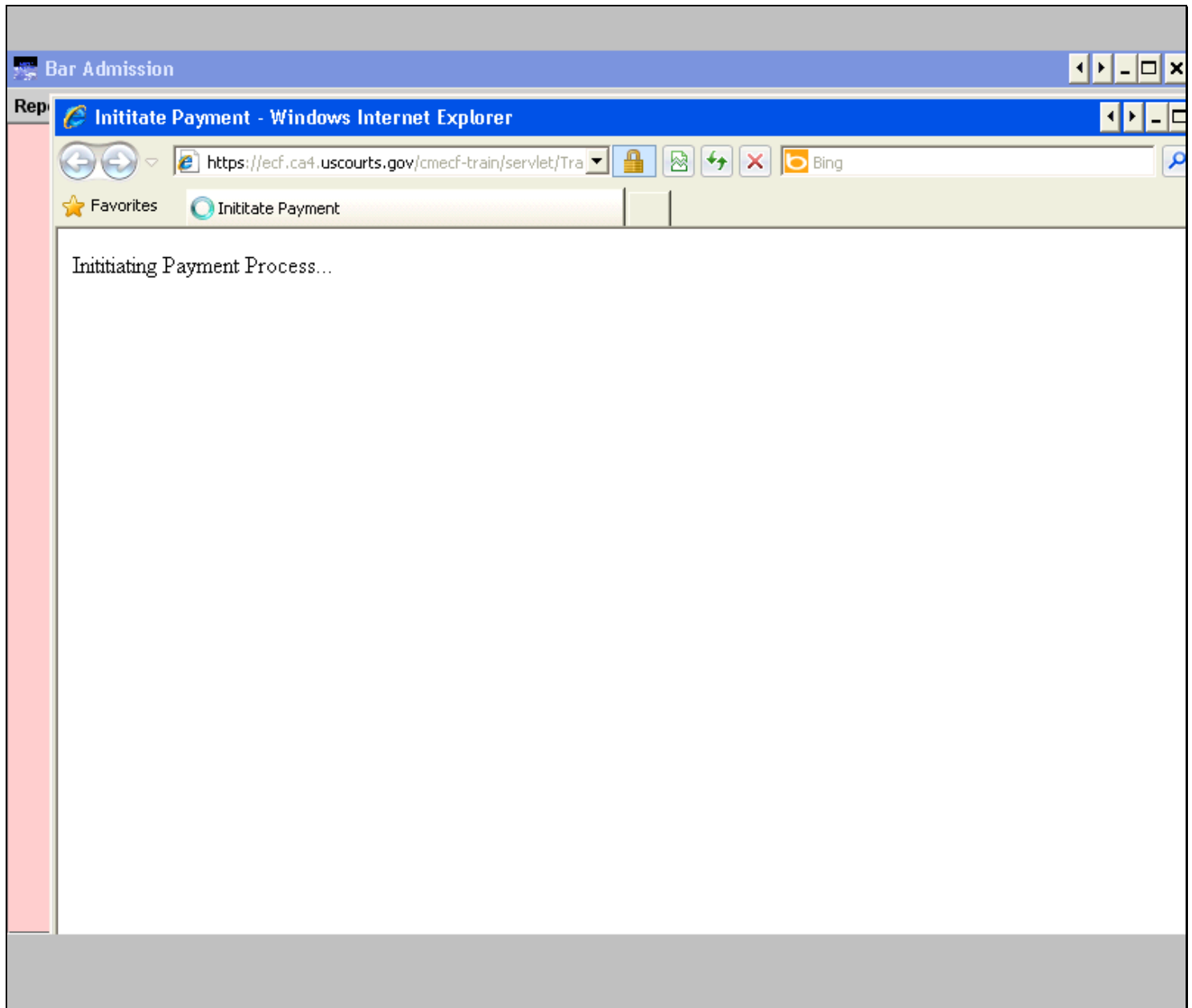
Cancel

The file path will appear in the Document text box. Enter a description of the document. If you have additional documents to upload, select Add Another Document.

Repeat the previous steps to upload and describe additional documents. When all necessary documents are uploaded, select Pay Now.

## Electronic Payment of Fees

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A new window will open and indicate that the system is initiating the payment process.

Bar Admission


Rep

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/OCIServlet

Bing

Favorites Online Payment



**Online Payment** [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

**Account Holder Name:** Attorney Sample \*

**Payment Amount:** \$15.00

**Billing Address:** 1100 East Main Street \*

**Billing Address 2:**

**City:** Richmond

**State / Province:** Virginia - VA

**Zip / Postal Code:** 23219-0000

**Country:** United States \*

VISA MEX DISCOVER

The Online Payments window will open automatically. If the name or billing address information is incorrect, make any necessary changes.

## Electronic Payment of Fees

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/OCIServlet

Payment Amount: \$15.00

Billing Address: 1100 East Main Street \*

Billing Address 2: \*

City: Richmond

State / Province: Virginia - VA

Zip / Postal Code: 23219-0000

Country: United States \*

Card Type: \*  
Visa  
Master Card  
American Express  
Discover

Card Number: \* (Card number value should not contain spaces or dashes)

Security Code: \* [security code](#)

Expiration Date: \*

Attorney Name: \*

Contact Telephone Number: \*

Person Completing Transaction: \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment Cancel

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Done Internet 100%

Scroll down to enter your credit card details. Select the type of card from the drop down menu.

## Electronic Payment of Fees

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/OCIServlet

Payment Amount: \$15.00

Billing Address: 1100 East Main Street \*





Billing Address 2:

City: Richmond

State / Province: Virginia - VA

Zip / Postal Code: 23219-0000

Country: United States \*

Card Type: Visa \*    

Card Number:  \* (Card number value should not contain spaces or dashes)

Security Code:  \* [Help finding your security code](#)

Expiration Date:  \* /  \*

Attorney Name:  \*

Contact Telephone Number:  \*

Person Completing Transaction:  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Done Internet 100%

Enter the credit card number.



## Electronic Payment of Fees

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/OCIServlet

Payment Amount: \$15.00

Billing Address: 1100 East Main Street \*





Billing Address 2: \*

City: Richmond

State / Province: Virginia - VA

Zip / Postal Code: 23219-0000

Country: United States \*

Card Type: Visa \*    

Card Number: \* (Card number value should not contain spaces or dashes)

Security Code: \* [Help finding your security code](#)

Expiration Date: \* / \*

Attorney Name: \*

Contact Telephone Number: \*

Person Completing Transaction: \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Done Internet 100%

Enter the card security code.

## Electronic Payment of Fees

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/OCIServlet

Payment Amount: \$15.00

Billing Address: 1100 East Main Street \*





Billing Address 2:

City: Richmond

State / Province: Virginia - VA

Zip / Postal Code: 23219-0000

Country: United States \*

Card Type: Visa \*    

Card Number: 4111111111111111 \* (Card number value should not contain spaces or dashes)

Security Code: 999 \* [Help finding your security code](#)

Expiration Date:  /  \*

Attorney Name: \*

Contact Telephone Number: \*

Person Completing Transaction: \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

https://qa.pay.gov/paygov/payments/securityCodeInfo.html;jsessionId=D

Internet 100%

Enter the card expiration date.

## Electronic Payment of Fees

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/OCIServlet

Payment Amount: \$15.00

Billing Address: 1100 East Main Street \*





Billing Address 2: \*

City: Richmond

State / Province: Virginia - VA

Zip / Postal Code: 23219-0000

Country: United States \*

Card Type: Visa \*    

Card Number: 4111111111111111 \* (Card number value should not contain spaces or dashes)

Security Code: 999 \* [Help finding your security code](#)

Expiration Date: 03 \* / 2013 \*

Attorney Name: \*

Contact Telephone Number: \*

Person Completing Transaction: \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Internet 100%

Enter the name of the attorney submitting the request.

## Electronic Payment of Fees

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/OCIServlet

Payment Amount: \$15.00

Billing Address: 1100 East Main Street \*





Billing Address 2:

City: Richmond

State / Province: Virginia - VA

Zip / Postal Code: 23219-0000

Country: United States \*

Card Type: Visa \*    

Card Number: 4111111111111111 \* (Card number value should not contain spaces or dashes)

Security Code: 999 \* [Help finding your security code](#)

Expiration Date: 03 \* / 2013 \*

Attorney Name: Attorney Sample \*

Contact Telephone Number: \*

Person Completing Transaction: \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Internet 100%

Enter a contact telephone number and the name of the person completing the transaction.

## Electronic Payment of Fees

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/OCIServlet

Payment Amount: \$15.00

Billing Address: 1100 East Main Street \*





Billing Address 2:

City: Richmond

State / Province: Virginia - VA

Zip / Postal Code: 23219-0000

Country: United States \*

Card Type: Visa \*    

Card Number: 4111111111111111 \* (Card number value should not contain spaces or dashes)

Security Code: 999 \* [Help finding your security code](#)

Expiration Date: 03 / 2013 \*

Attorney Name: Attorney Sample \*

Contact Telephone Number: 804-916-2767 \*

Person Completing Transaction:

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Continue with Plastic Card Payment** Cancel


**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

To proceed, select Continue with Plastic Card Payment.

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/payments/enterPlasticCa

Online Payment



**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Attorney Sample 1100 East Main <b>Billing Address:</b> Street <b>Billing Address 2:</b> <b>City:</b> Richmond <b>State / Province:</b> VA <b>Zip / Postal Code:</b> 23219-0000 <b>Country:</b> USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111 Attorney <b>Attorney Name:</b> Sample <b>Contact Telephone Number:</b> 804-916-2767 <b>Person Completing Transaction:</b> Jackie Quella	<b>Payment Amount:</b> \$15.00 <b>Transaction Date and Time:</b> 03/03/2011 10:10 EST

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Downloading picture https://qa.pay.gov/paygov/logo: Internet 100%

Review the Payment Summary information. Click Edit this Information if you need to make any changes.



## Electronic Payment of Fees

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/payments/enterPlasticCa

Address Information

Account Holder Name: Attorney Sample  
1100 East Main  
Billing Address: Street  
Billing Address 2:  
City: Richmond  
State / Province: VA  
Zip / Postal Code: 23219-0000  
Country: USA

Account Information

Card Type: Visa  
Card Number: \*\*\*\*\*1111  
Attorney Name: Sample  
Contact Telephone Number: 804-916-2767  
Person Completing Transaction: Jackie Quella

Payment Information

Payment Amount: \$15.00  
Transaction Date 03/03/2011 10:10  
and Time: EST

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: a  
Confirm Email Address:  
CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Submit Payment Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

To receive an email confirmation of your payment, enter your email address and any additional addresses you want receive confirmation.

## Electronic Payment of Fees

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/payments/enterPlasticCa

Online Payment

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Attorney Sample 1100 East Main <b>Billing Address:</b> Street <b>Billing Address 2:</b> <b>City:</b> Richmond <b>State / Province:</b> VA <b>Zip / Postal Code:</b> 23219-0000 <b>Country:</b> USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111 <b>Attorney Name:</b> Sample <b>Contact Telephone Number:</b> 804-916-2767 <b>Person Completing Transaction:</b> Jackie Quella	<b>Payment Amount:</b> \$15.00 <b>Transaction Date and Time:</b> 03/03/2011 10:10 EST

**Email Confirmation Receipt**

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:** attorneysample@email.com

**Confirm Email Address:**

**CC:** Separate multiple email addresses with a comma

**Authorization and Disclosure**

**Required fields are indicated with a red asterisk \***

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Done Internet 100%

You must select the authorization box or your transaction will not process.

## Electronic Payment of Fees

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/payments/enterPlasticCa

Online Payment

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Attorney Sample 1100 East Main <b>Billing Address:</b> Street <b>Billing Address 2:</b> <b>City:</b> Richmond <b>State / Province:</b> VA <b>Zip / Postal Code:</b> 23219-0000 <b>Country:</b> USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111 <b>Attorney Name:</b> Sample <b>Contact Telephone Number:</b> 804-916-2767 <b>Person Completing Transaction:</b> Jackie Quella	<b>Payment Amount:</b> \$15.00 <b>Transaction Date and Time:</b> 03/03/2011 10:10 EST

**Email Confirmation Receipt**

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:** attorneysample@email.com

**Confirm Email Address:** attorneysample@email.com

**CC:**  Separate multiple email addresses with a comma

**Authorization and Disclosure**

**Required fields are indicated with a red asterisk \***

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Submit Payment**

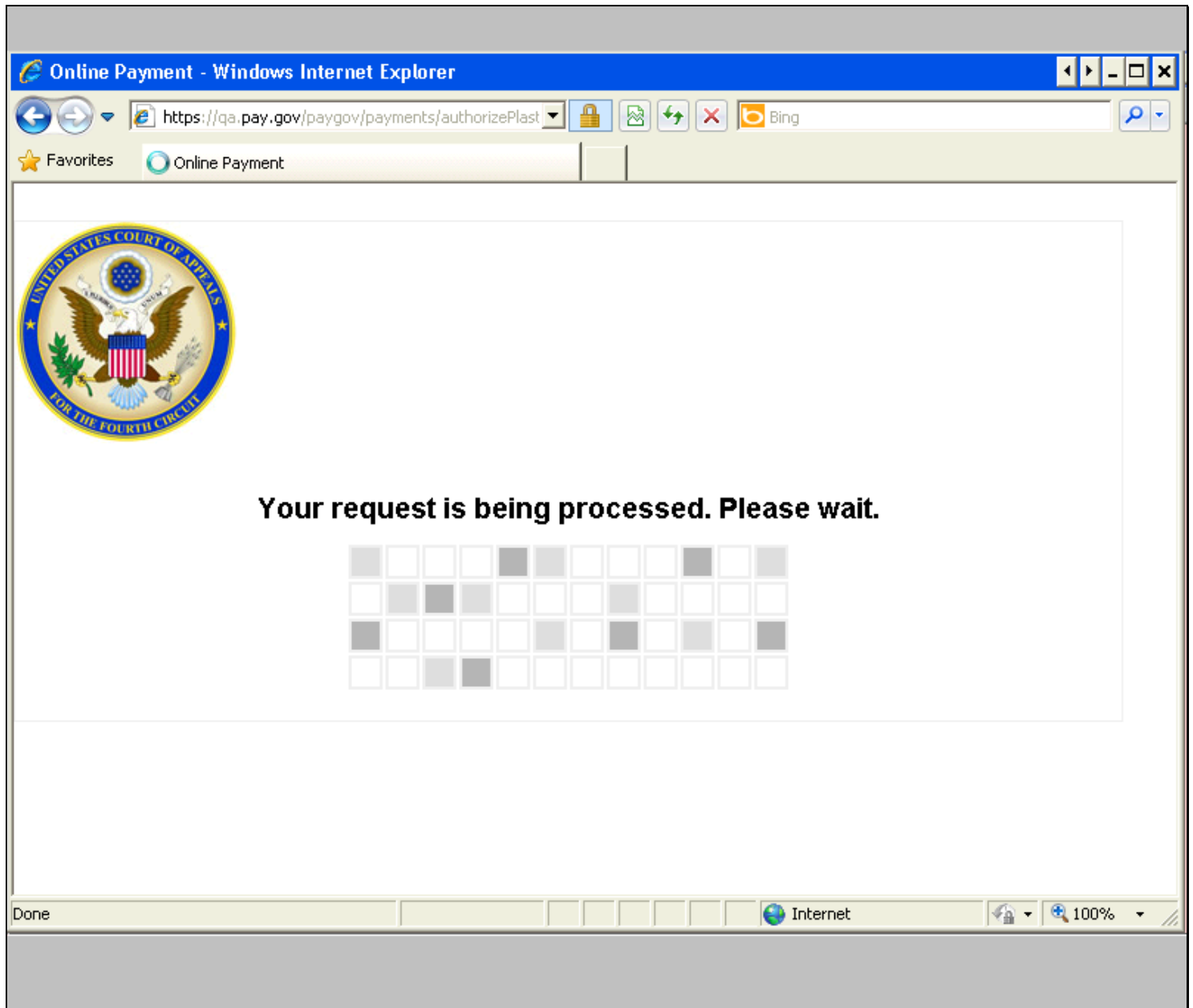
**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Internet 100%

To process your transaction, select Submit Payment.

## Electronic Payment of Fees

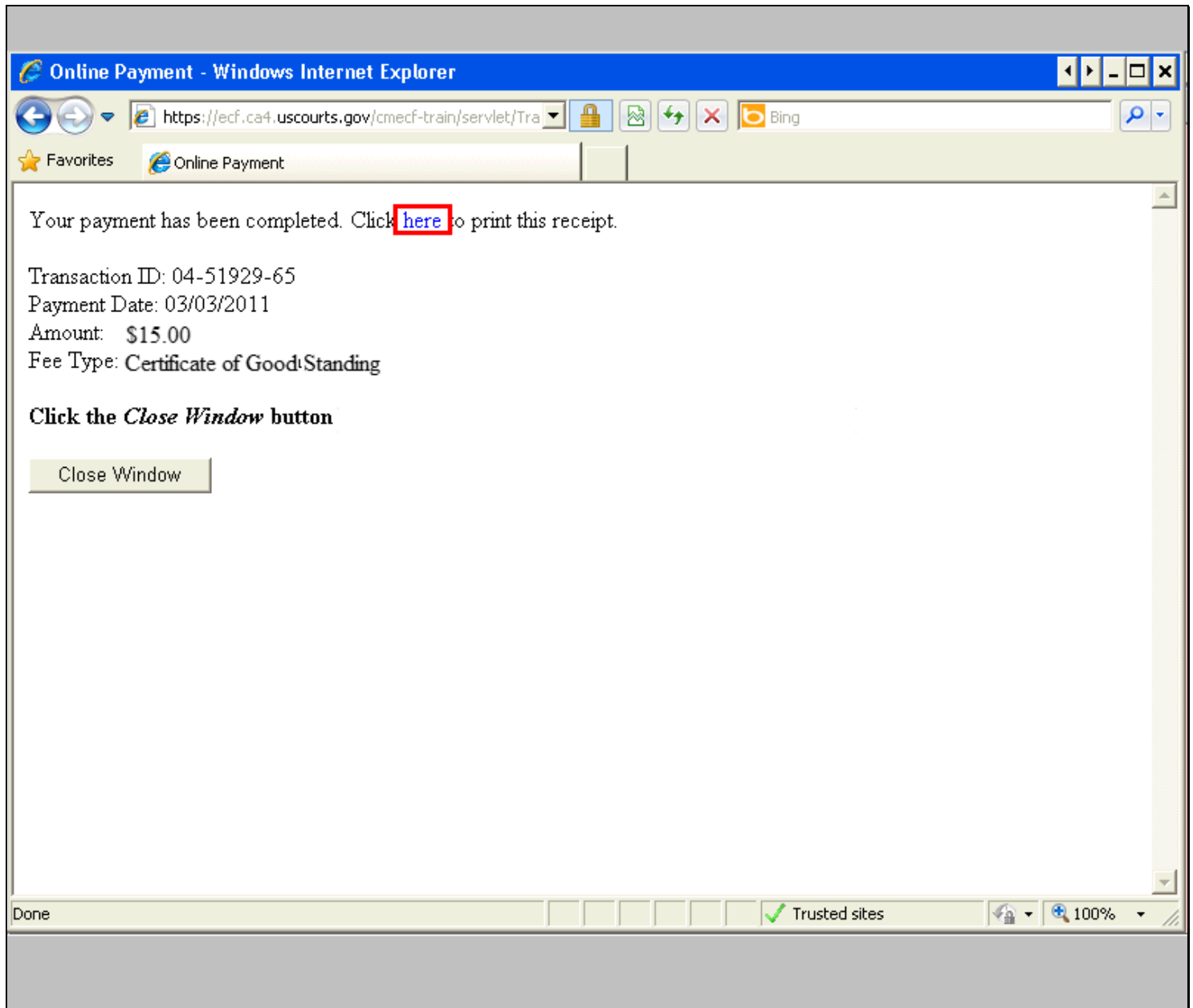
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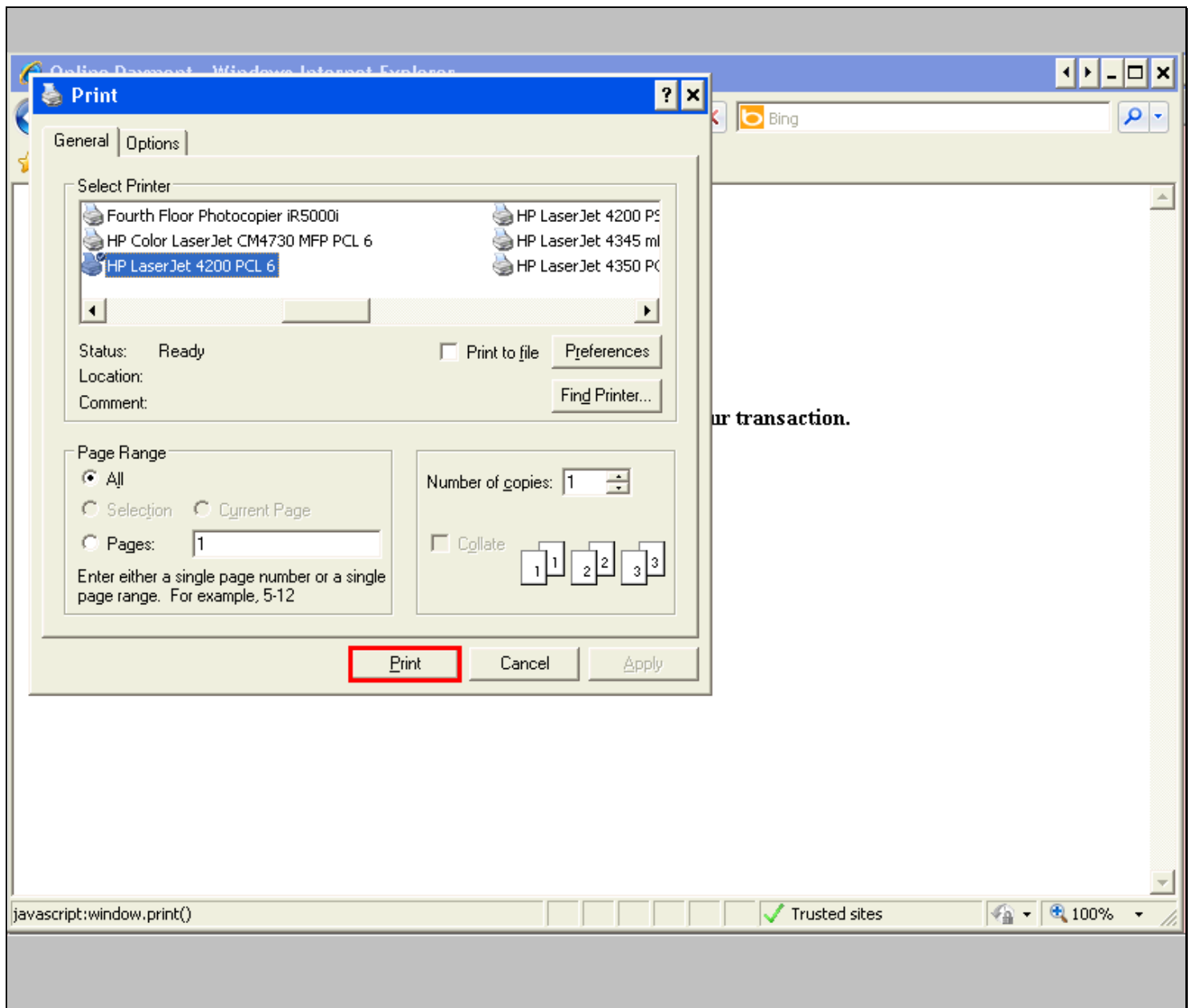
The System will process your request.

## Electronic Payment of Fees

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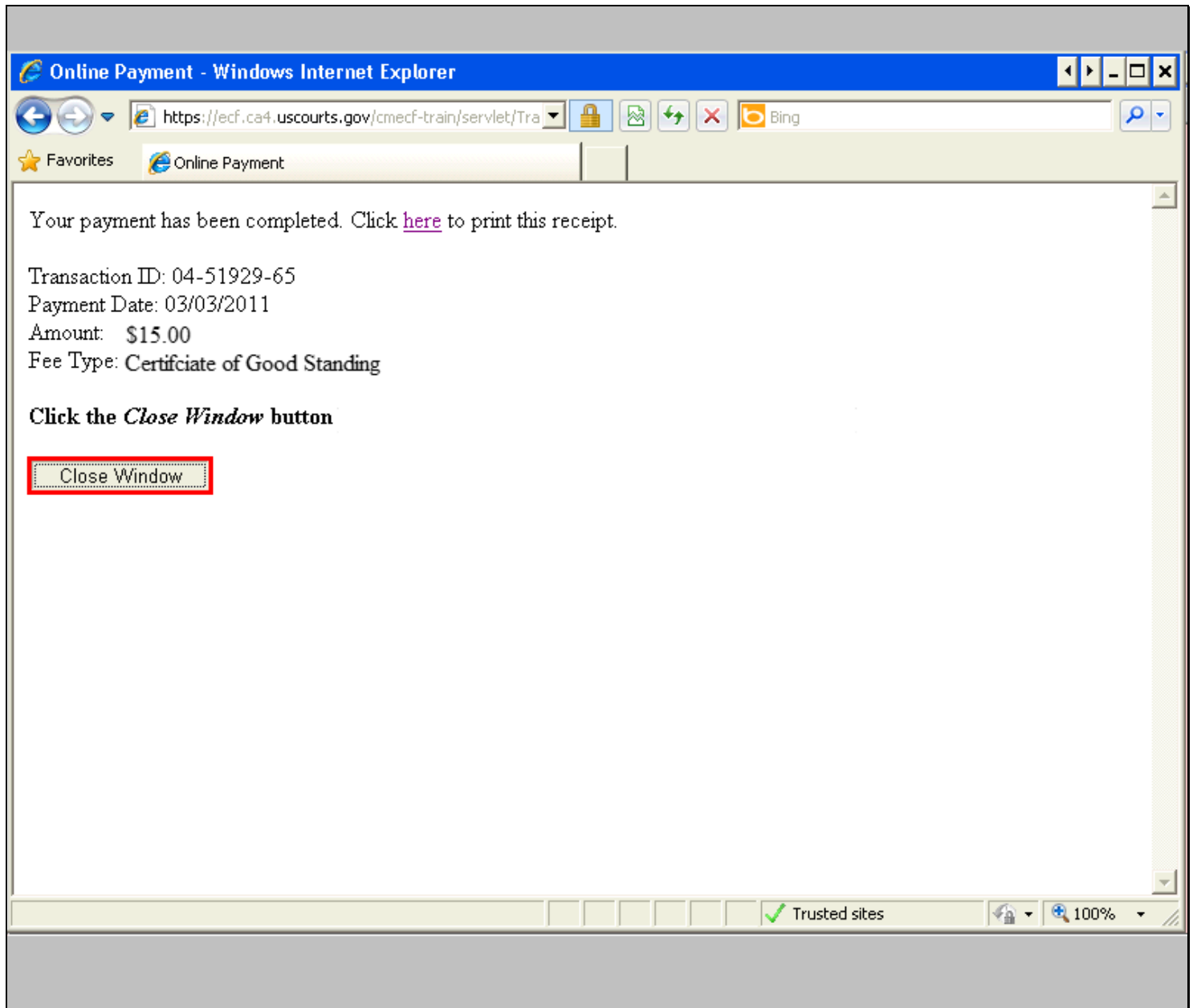
When your payment is completed, you will see this confirmation screen. Select "here" to print a receipt.



The Print dialog box will appear. Select Print to print the receipt to your default printer.

## Electronic Payment of Fees

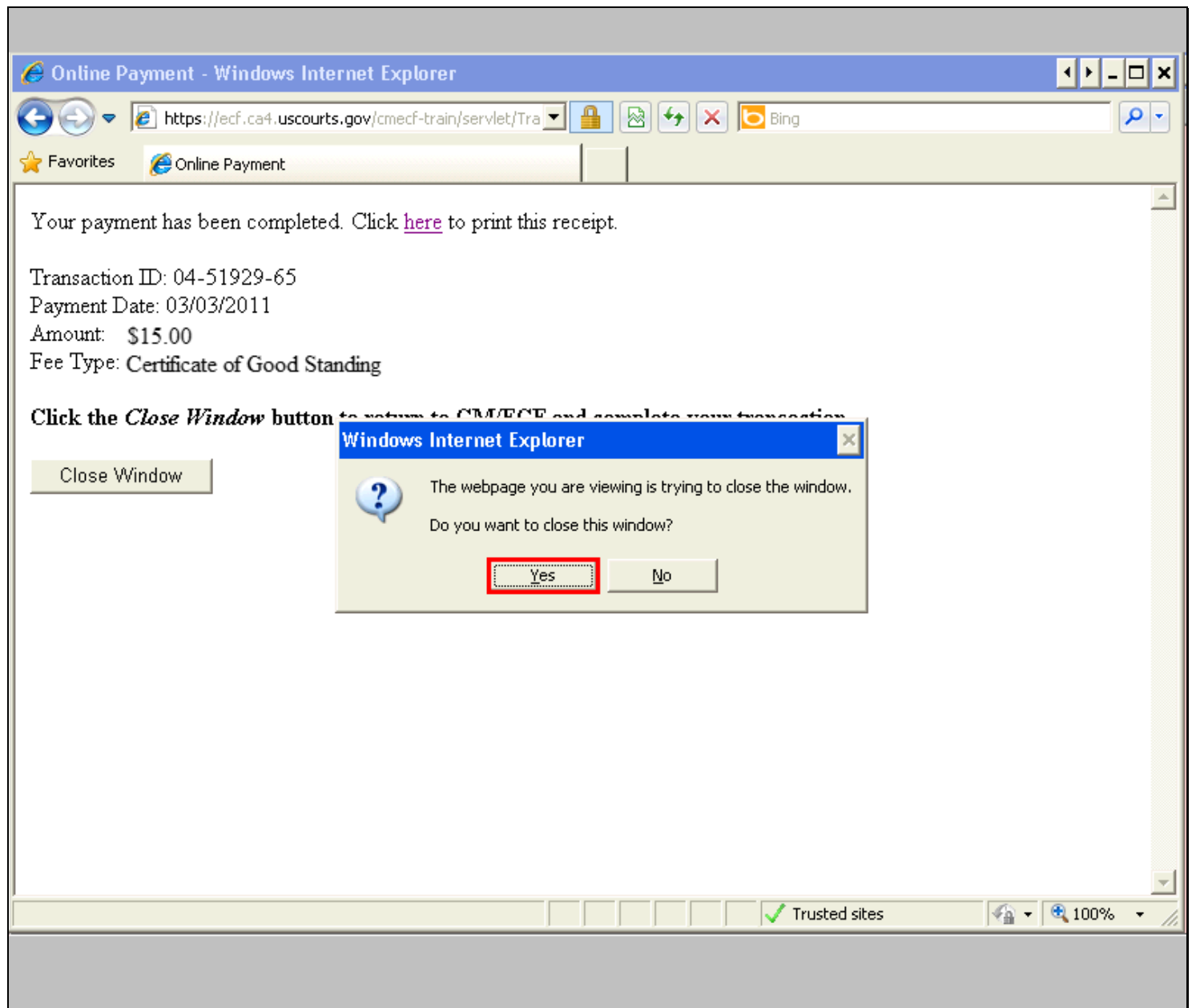
---



Select Close Window to complete your transaction and return to CM/ECF.

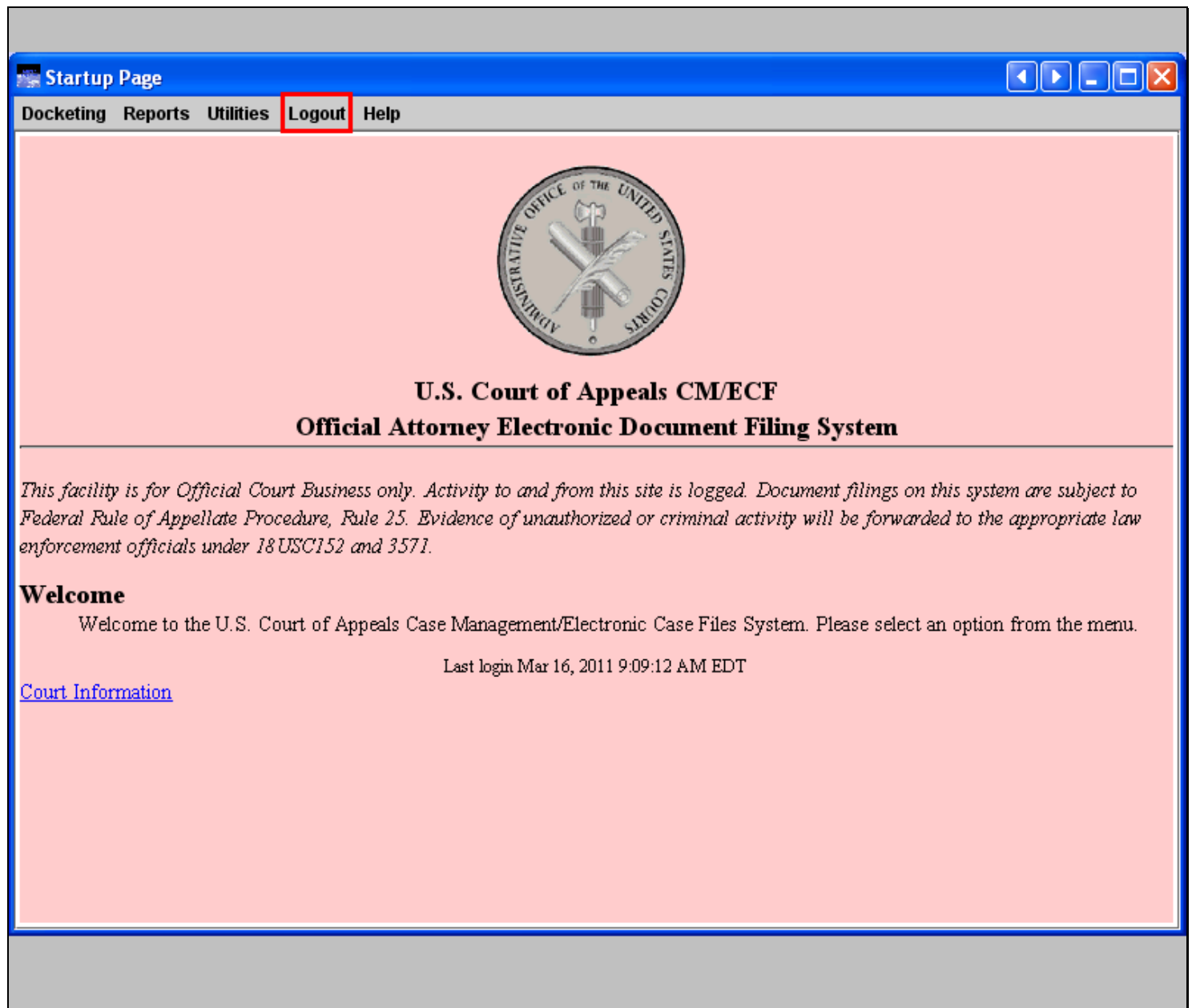
## Electronic Payment of Fees

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In Internet Explorer, a message will appear asking if you want to close the window. Select Yes.





The CM/ECF Start Up Page will open and you can complete further CM/ECF filings or submissions or Log Out to exit the program.



Contact the Fourth Circuit ECF Helpdesk at  
**804-916-2767** with any questions.

Additional training modules are available on the  
court's Web site at [www.ca4.uscourts.gov](http://www.ca4.uscourts.gov).

Click Box  
(X:233, Y:357)  
**End**

Contact the Fourth Circuit ECF Helpdesk at 804-916-2767 with any questions. Also, check out the court's Web site, [www.ca4.uscourts.gov](http://www.ca4.uscourts.gov), for additional information. Select "End" to close this module.